

CLASSIFICATION: Aging Programs Analyst II

DIVISION: Long Term Care & Aging Services

TEAM: Multipurpose Senior Services Program

POSITION NUMBER: 720-9393-703

INCUMBENT:

EFFECTIVE DATE: 03/05/2007

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

Under the general direction of the Branch Chief (SSM II) and operational direction from the Section Chief (SSM I), the Aging Program Analyst II (APA II) performs a variety of functions intended to carry out the mission of the California Department of Aging and to provide leadership to the Multipurpose Senior Services Program (MSSP) sites. The analyst will work in a team environment and in collaboration/coordination with representatives from other teams and support staff. The analyst is responsible for sharing team leadership for the various team responsibilities such as provision of technical assistance, monitoring, communicating, coordinating, and training. These responsibilities require the analyst to participate in and support the vision, mission and goals of the MSSP Team and recognize issues that need to be brought to the team's attention. The analyst is a full participant in team decision-making, strategy formulation, and problem resolution. These responsibilities require a high level of analytic and writing ability in addition to communication skills and a broad knowledge of programs that provide case management to assist frail elderly persons to remain at home. Roles, products, and duties are described below (percentages and tasks may vary depending on program needs):

15% Policy, Procedures, and Regulations (Responsibility for development, review, and implementation of program requirements.):

- Develop, record, and disseminate standards, policies, and guidelines for federal Medicaid Home and Community-Based, Long-Term Care Services Waiver and, to promote consistent levels of performance and to respond to new legal mandates.
- Research and compose departmental correspondence to MSSP sites, service providers, and other constituencies as appropriate.
- Provide guidance and information to MSSP sites, other State agencies, service providers and the general public in areas such as compliance with regulations, policies, and procedures and community development activities
- Prepare legislative analysis and/or special reports on issues related to the MSSP.

35% Technical Assistance (Responsibility for providing our customers and the public with program consultation and technical specialist/resources.):

- Improve/expand communication with the aging network through an organized, coordinated process, technical assistance, or information technology to support the delivery of local services.
- Provide technical assistance and information to improve customer service.
- Provide ongoing technical assistance to assigned contracted MSSP sites by monitoring of program and fiscal adjustments to ensure that funds are charged to the proper program and/or calculate matching fund requirements
- Act as liaison and coordinate responses with other Teams regarding the MSSP.
- Schedule, coordinate, and assist in the resolution of MSSP site fiscal audits performed by the Department of Health Services (DHS).

35% Contract Administration (Responsibility for development, review, and implementation of terms and conditions of contracts.):

- Ensure contractual terms and program objectives are met.
- Analyze MSSP sites to ensure compliance with appropriate requirements, and provide recommendations and time frames for required corrective action.
- Maintain fiscal and program information for assigned contracted MSSP sites and provide analytical summaries to the Team Coach.
- Review annual applications and budgets to ensure stated activities are compatible with available funding and federal regulations.

5% Training (Responsibility for providing training for our customers and the public.):

- Deliver training on MSSP subjects which includes providing cross training to members of the team.

10% Assessment and Compliance (Responsibility for trouble-shooting to determine if there are problems and program maintenance.):

- Conduct monitoring activities through desk, administrative and utilization reviews to ensure the adequacy and quality of service provided.
- Assist in maintaining quality control data and information systems in the assigned contracted sites.
- Provide guidance to MSSP site staff in the development of corrective action plans, according to findings identified during the DHS utilization reviews and/or during site visits.
- Review corrective action reports and follow up with implementation.
- Participate in quality assurance efforts to improve services statewide.

Additional Special Requirements:

- Occasional to moderate travel as necessary
- Computer skills, work in a team setting, and public speaking

